Titirangi Primary School
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OPEN MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON Wednesday 25th February 2026

Meeting opened at 6:06 pm

Present: J Rewa-Morgan, A Thomas, H Matthews, M Thorburn, J Turner, M Jacobson, V Moffat, A Harris
Present Via Zoom: Nil
Apologies: Nil
Absent: Nil
Declaration of Interests: Nil
In Attendance: Helen Ray (SchoolED)

Welcome

Karakia

Welcomed Helen. Speaking rights granted to Helen Ray.

Recommendation - Meeting minutes 10 December 2025 approved as true and accurate.

Moved: H Matthews

Seconded: J Turner

Follow up actions from previous meeting:

Follow up items/actions from previous meeting 10 December 2026:

- All - put forward any questions to Helen by 11/02/2026 (Schooled).
- Joel - Clean up and streamline the BOT folder structure, including checking user permissions.
- Andrea - Digital use agreement to be checked regarding including acceptable use of AI - privacy and current digital safety tools.
- Andrea - Delegations to be communicated to those with delegations as per the approved delegation schedule.
- Andrea - circulate the new strategic plan for the February meeting.
- Board school property review/walk through..

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Strategic Decisions

November 2025 Financial Reports

- The Board reviewed and approved the November 2025 financial reports.

Moved: M Thorburn

Seconded: M Jacobson

2026 Presiding Member & Committee structure for 2026:

- 2026 Elected Presiding Member - J Rewa-Morgan - unanimous decision.
- Confirm Sub Committees to remain the same.
- Delegated Authority to remain the same.
- Code of Ethics to remain the same.

Moved: J Rewa-Morgan

Seconded: M Jacobson

Strategic Plan

- The Board concurs and confirms alignment with the 2026 Strategic Plan.

Moved: J Rewa-Morgan

Seconded: V Moffat

Credit Cards

- A request to increase the credit card limit from $5,000 to $7,000 and to issue an additional card to Mike, bringing the total number of cards to three. This was accepted and approved by the Board unanimously.

Moved: J Rewa-Morgan

Seconded: H Matthews

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Budget

- The Board approves the revised budget.

Moved: V Moffat

Seconded: J Rewa-Morgan

Monitoring

Principals Report:

- Strategic Plan discussed.
- The Board reviewed and approved the revised Budget.
- The Board reviewed and approved quotes related to arborist work. $15,000 expenditure for the removal of trees on the school property was approved

Strategic Discussions

SchoolED presentation from Helen Ray on management of school funds. The Board wishes to thank Helen for her time.

General Business

Nil

Actions captured:

- Andrea to obtain sign off on delegations from Deputy Principals - Andrea
- Capture maintenance requirements from property review/walk around and list out in minutes on 25 MArch 2026 minutes following second property review/walk through - Alex/Joel.
- Andrea to have a look into the underlying differences in the 2024 and 2025 fundraising figures so we can understand how to best maximise our fundraising efforts - Andrea

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Identify agenda items for next meeting:

- The below items were not covered in Feb 2026 meeting so suggested to move to the agenda for March 2026:
  - Uncover the discrepancy between 2024 and 2025 fundraising numbers - per above action.
  - Communications with school community (HERO) - Jack
  - Principal's expectations of The Board - Heidi
  - Review of school calendar - Heidi

Matters Arising: Nil

Correspondence: Nil

Karakia

Meeting closed at 8:47 pm

3 in committee matters were discussed at this Board meeting.

Approved on Behalf of the Board

Joel Rewa-Morgan - Board Presiding Member	Date: 25 / 02 /26